

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses an entry level position in the Fire Prevention Division, the primary duties of which include conducting fire inspections, enforcing life safety codes, and conducting investigations of fires suspected to be the result of arson. Incumbents in this class oversee the operation of fire investigations and public fire educational needs. Employees of this class also write reports and keep records required to document Fire Prevention Division activity. The Fire Prevention Officer works independently in most areas and reports directly to the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the Fire Prevention, Fire Investigation and Public Fire Education divisions, setting goals and objectives for the divisions and recommending any policy changes for consideration by a superior officer. Conducts research and oversees the planning for activities for the departments. Keeps proficient in necessary information to run the divisions, including monitoring local conditions for fire hazards, evaluating new laws and regulations for their impact on the department, and participates in conferences or other educational meetings. Maintains a reference library on inspection, investigation, and public fire education topics for use by fire department personnel. Responds to all alarms or emergency calls, participates in handling hazardous materials emergencies, and maintains communications between the fire scene and other authorized personnel.

Prepares for an inspection by reviewing reports, building plans, and applicable codes. Contacts owner at inspection site. Investigates interior and exterior of building, collecting information to be later used in determining fire safety, makes field sketches and takes photographs if necessary. Completes a report of each fire inspection and discusses with site's owner. Enforces fire prevention codes and ordinances by reinspecting buildings where violations occurred, issuing citations if necessary, and receiving appeals. Inspects portable fire extinguishers, standpipe systems, fixed fire extinguishing systems, fire detection and alarm systems, and fire hydrants to ensure that all apparatus are in working order. Observes structures to ensure that they contain no electrical hazards, that they meet fire resistance requirements, and that heating and ventilating equipment meet applicable standards. Evaluates structures to determine that they are adequately constructed, assessing the occupant and fire

load of each building to assure that the means of egress are adequate. Assists institutions and companies with developing solutions to fire prevention problems, recommending changes to fire prevention codes to the appropriate agency. Collects information for pre-fire planning by visiting local areas and develops pre-fire plans. Receives complaints from the public on hazards or possible violations, responds to questions from the public, and prepares evidence from inspections for use in court.

At the fire scene, restricts access by placing ropes, barricades, or other markers to prevent contamination of evidence. Conducts interviews with firefighters and witnesses about the fire scene, and examines all areas of the fire scene to determine point of fire origin, heat source, and possible ignition sources. Takes photographs and notes of the fire scene, making sketches and diagrams if necessary, using all observations of the structure to determine the cause of the fire. Searches for, identifies, and collects evidence using accepted procedures while collecting information about the burned building or vehicle and its contents. Completes a fire investigation report, identifying the fire and structure involved, outlining the conclusions reached in the investigation. Obtains information from other sources in order to prove whether or not the fire was the result of arson, prepares a case for prosecution if necessary, and acts as a liaison with law enforcement or other agencies as needed. Reviews incident reports written by fire suppression personnel to determine if further action on the incident should be taken.

Draws up evacuation plans for schools, hotels, hospitals and any other buildings by evaluating means of egress. Conducts fire drills for businesses, educational and assembly occupancies, health care, industrial and correctional facilities. Oversees fire safety in public assembly occupancies at major public events. Assists the community by focusing the fire education effort on fire problem areas, selecting program components based on community resources. Develops a fire safety program, determining the specific content of the fire safety message, producing instructional materials for the community, trains fire safety personnel to participate in the program, and develops support by contacting business leaders. Serves as a classroom instructor on fire safety topics, customizing fire prevention education to target audiences. Evaluates the impact of fire education program by comparing baseline data and modifies program if necessary. Gives demonstrations on fire safety topics to organized groups to further fire education of the public. Coordinates and conducts tours of department facilities. Informs the public of injury prevention and fire hazards, writing public service announcements and news releases for local media sources to distribute. Provides information to the public about fire dynamics, tenability, behavior during fires, built-in fire protection, and firefighter apparatus and gear. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with fire prevention expertise and training.

Oversees the maintenance and retention of records in the department, establishing a policy concerning what information

should be kept and how it should be stored. Receives requests for the release of fire prevention records and determines what should be released based on applicable policies and laws. Reviews records submitted by subordinates and personally completes any forms or records assigned. When necessary, writes letters to address the needs of the department and drafts proposed changes to fire prevention codes. Personally handles budget preparation for the divisions, preparing expenditure estimates and evaluating purchasing needs. Ensures that fire equipment is in good working order by performing periodic tests, recommending purchases as the needs of the division dictate, and maintains an inventory of supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must be at least eighteen (18) years of age or older.

Must have at least five (5) years experience with a paid fire department.